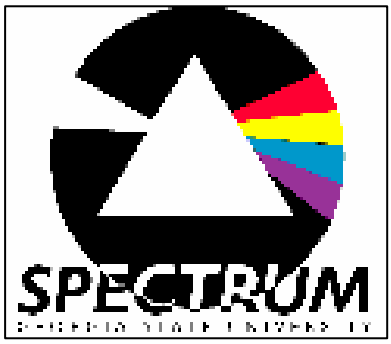


EXPRESS VOUCHER USER MANUAL

Chapter 4

The Spectrum System
Georgia State University

PeopleSoft Financials
Version 7.5

1. INTRODUCTION 3

1.1. USE OF THE EXPRESS VOUCHER 3

2. HOW TO ENTER AN EXPRESS VOUCHER 4

2.1. SELECTING YOUR PANEL GROUP 4
2.2. CREATING AN EXPRESS VOUCHER 5
2.2.1. Adding Express Voucher Dialog Box 5
2.3. DISCLAIMER MESSAGE 6
2.4. INVOICE HEADER PANEL 7
2.4.1. Selecting your Vendor 7
2.4.2. Invoice Header Information 10
2.4.3. Invoice Date 10
2.4.4. Invoice Number 11
2.4.5. Gross Amount 11
2.4.6. Voucher Type 11
2.4.7. Project and Department ID 12
2.4.8. Received Date 13
2.4.9. Distributed By 13
2.4.10. Line Description 13
2.4.11. Speedchart Selection 14

3. COMMENTS PANEL TAB 15

4. BUDGET CHECK PROCESS 16

4.1. RUNNING THE BUDGET CHECK PROCESS 16

1. Introduction

1.1. Use of the Express Voucher

The Express Voucher can be used to pay for supplies, subscriptions, memberships, conference registration, third-party payments, etc., where you have an invoice or other documentation to verify the amount of the payment.

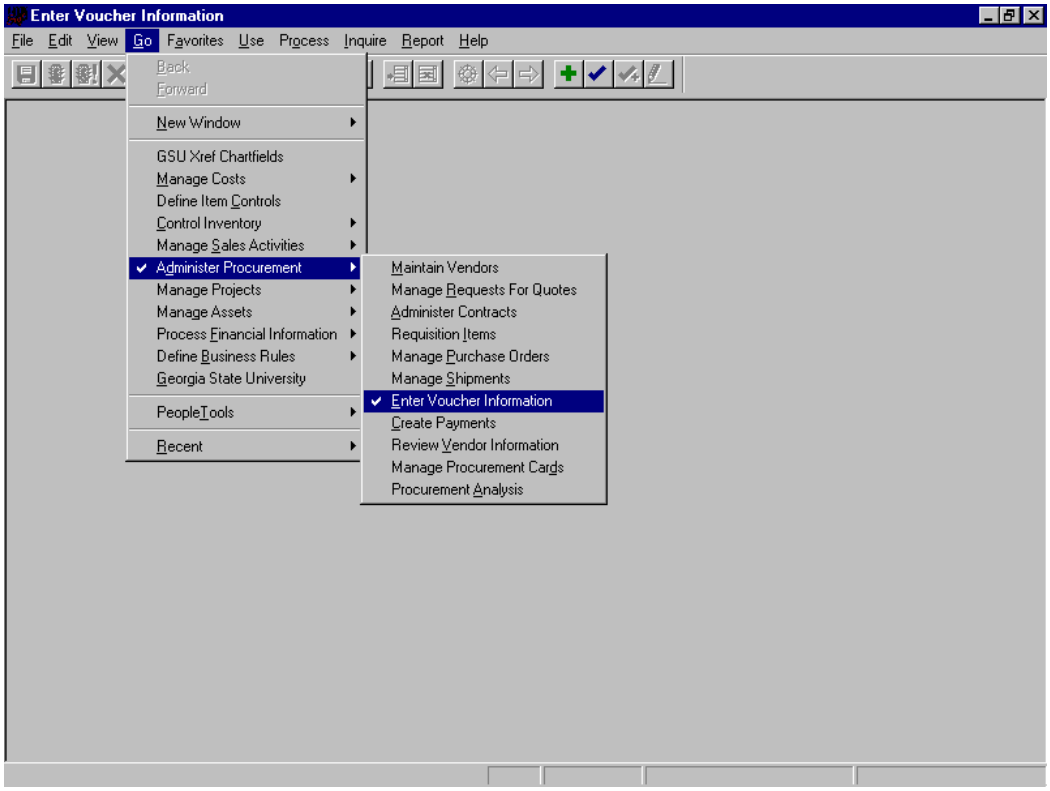
The Express Voucher is used to generate a payment for requisitioned items of less than $4,999.99. At Georgia State University, the Express Voucher replaces the Non-personal Services (NPS) form, which was a manual process.

2. How to Enter an Express Voucher

Each step in the online process of entering an express voucher will be described below. Compare your screen to the ones shown in the example for each step.

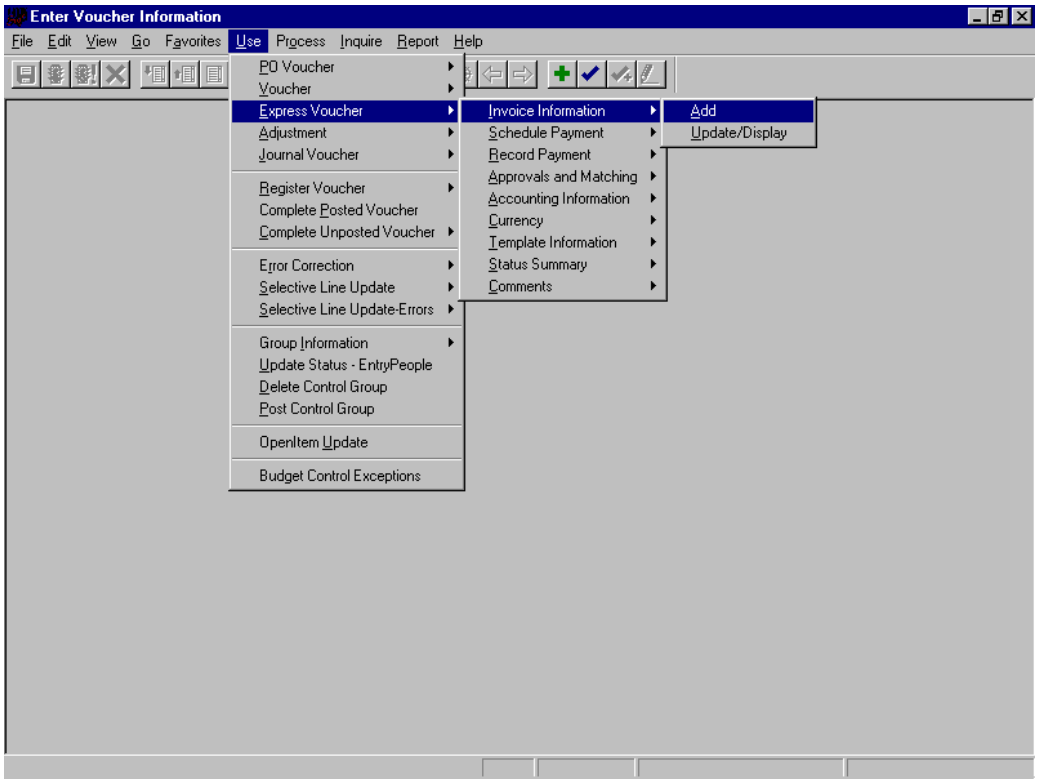
2.1. Selecting your panel Group

Click on **GO, Administer Procurement, Enter Voucher Information.**



2.2. Creating an Express Voucher

Click on Use, Express Voucher, Add.



2.2.1. Adding Express Voucher Dialog Box

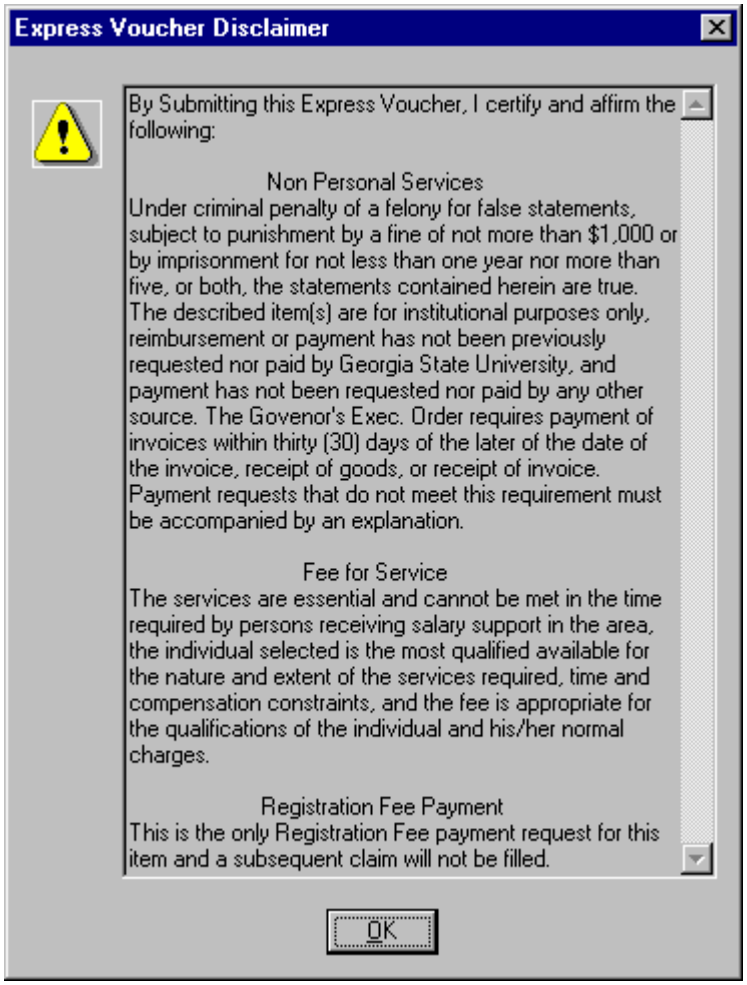
You will see a dialogue box. The Spectrum System default for Business Unit is **GSUFS** (Georgia State University Financial System). The other Business Units, GSUAA and GSURF, will be used less frequently and by those authorized to process transactions for the Athletic Association or the Research Foundation.

The **Voucher ID** is automatically assigned by the system. ***Caution:*** Do not change the value in this field.

Click **OK** to proceed.

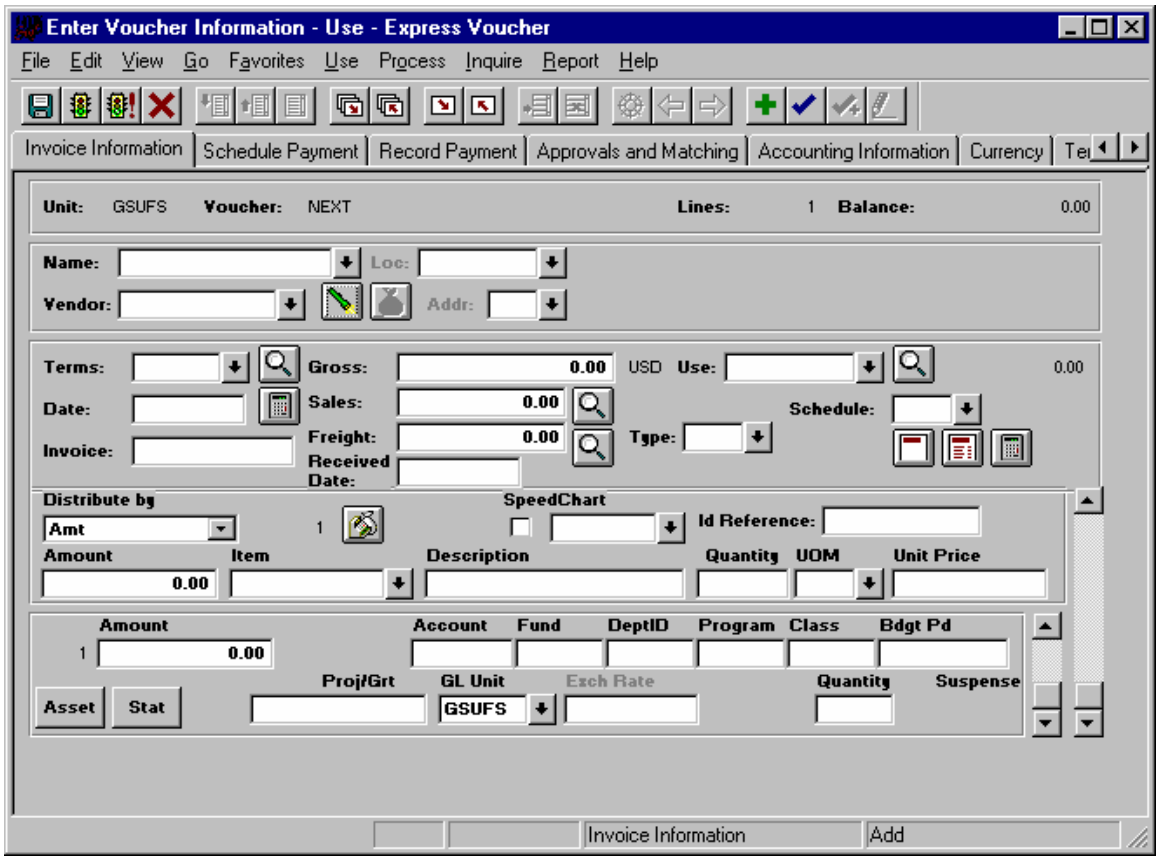
2.3. Disclaimer Message

To proceed entering the voucher you must read and accept the disclaimer message shown below. Press OK when ready to continue entering the transaction.


Express Voucher Disclaimer
By Submitting this Express Voucher, I certify and affirm the following:
Non Personal Services
Under criminal penalty of a felony for false statements, subject to punishment by a fine of not more than $1,000 or by imprisonment for not less than one year nor more than five, or both, the statements contained herein are true. The described item(s) are for institutional purposes only, reimbursement or payment has not been previously requested nor paid by Georgia State University, and payment has not been requested nor paid by any other source. The Govenor's Exec. Order requires payment of invoices within thirty (30) days of the later of the date of the invoice, receipt of goods, or receipt of invoice. Payment requests that do not meet this requirement must be accompanied by an explanation.
Fee for Service
The services are essential and cannot be met in the time required by persons receiving salary support in the area, the individual selected is the most qualified available for the nature and extent of the services required, time and compensation constraints, and the fee is appropriate for the qualifications of the individual and his/her normal charges.
Registration Fee Payment
This is the only Registration Fee payment request for this item and a subsequent claim will not be filled.
OK

2.4. Invoice Header Panel

After accepting the Disclaimer Message you will begin entering data for the transaction. The first panel will be Invoice Header.



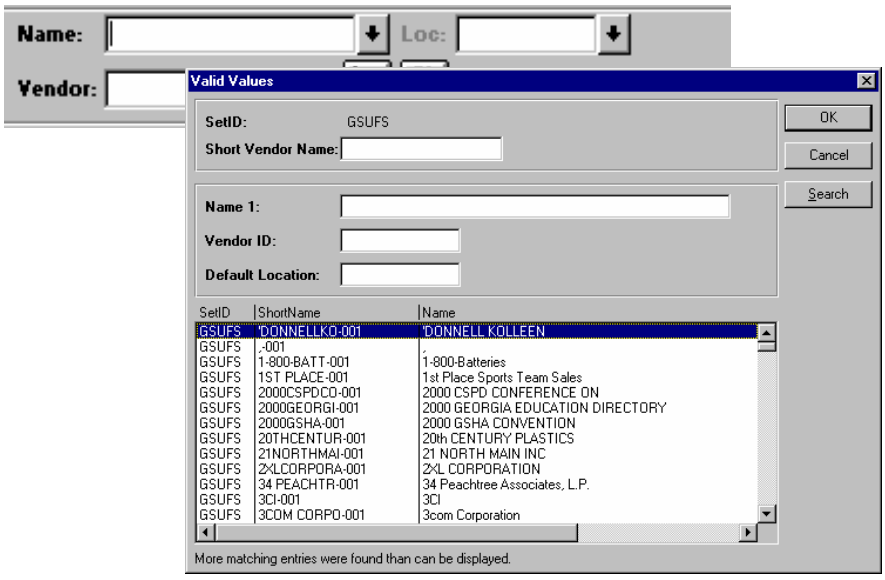
2.4.1. Selecting your Vendor

There are a four ways a Vendor can be selected:

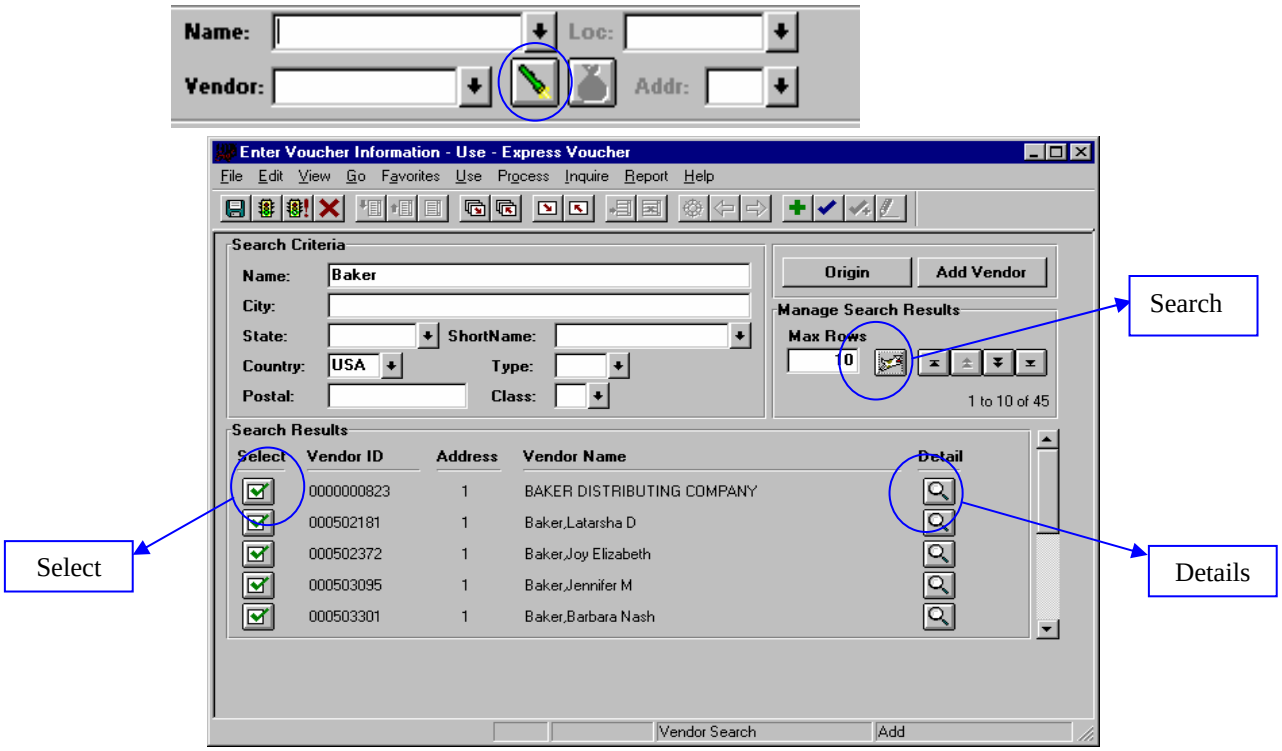
- ***Enter Short Name in Name field*:** The user will write vendor short name in name field and then tab to the next field. If short name is correct Vendor information will appear in screen.

- ***Drop Down Button**:* Will allow you to look at the first 300 Vendor in table.

- ***Select from Vendor Table:*** Enter a couple of letters in Vendor name field and then double click for all possible options.



- ***Search for Vendor*:** By selecting the flashlight icon the system will take you into a panel for Vendor search



In order to do a search you need to enter some data or input into the name field. Once the criteria have been established you should press the search button (dog). This will bring the Vendors that match your criteria into the bottom of the screen

Review details by selecting the magnifying glass button next to the vendor you would like to select.

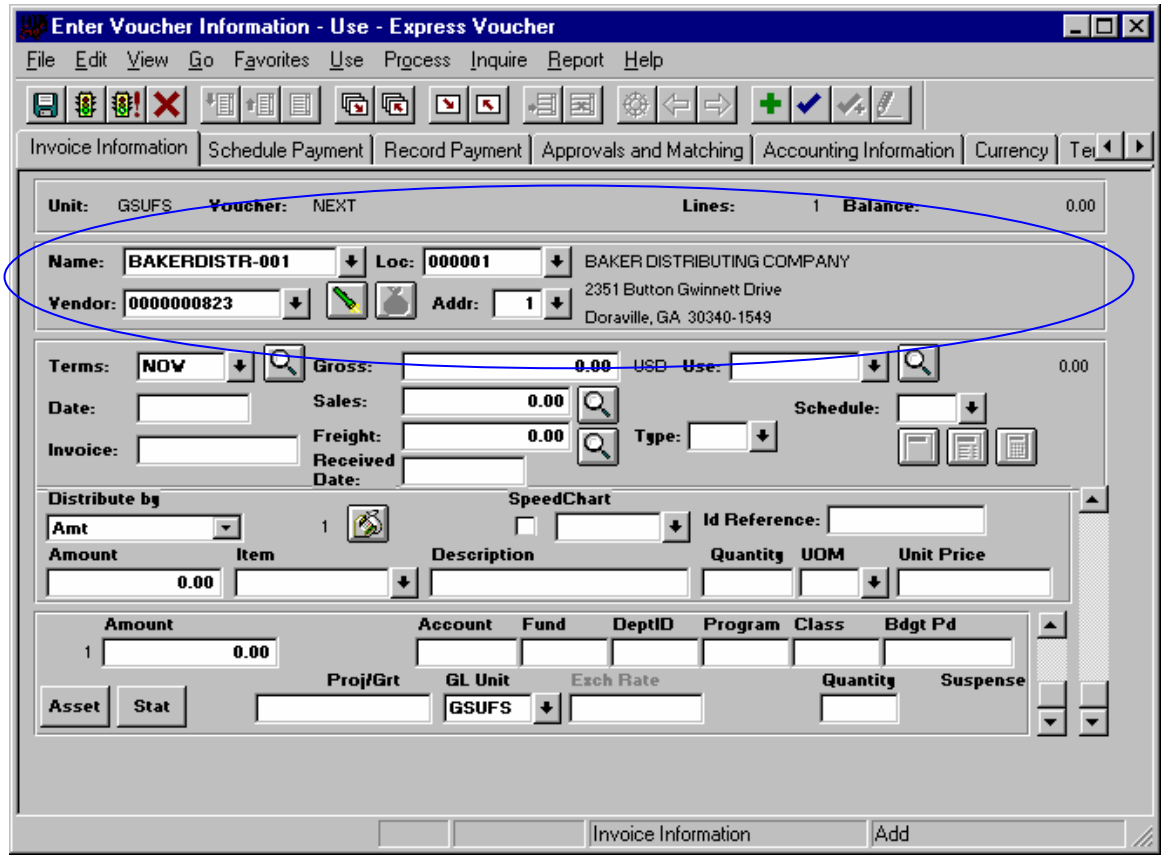
If the details match the vendor criteria press the select button (green checkmark). This will load vendor data into the Invoice Header Panel Tab.

You can proceed with the transaction data entry.

2.4.2. Invoice Header Information

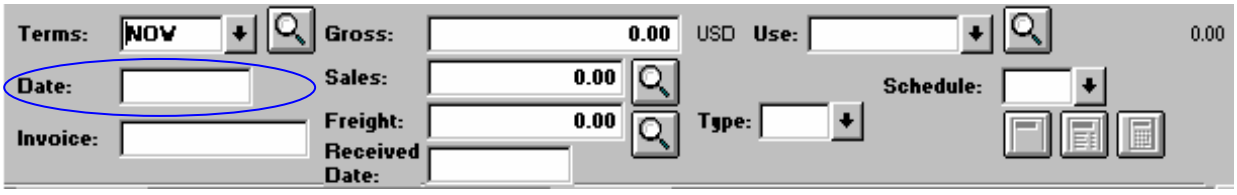
To complete this panel the user will need to fill required fields:

- Invoice date
- Invoice Number
- Gross Amount: This should include all related charges.
- Voucher Type
- Received Date
- Distributed By
- Description of payment concept
- Speedchart


Enter Voucher Information - Use - Express Voucher
File Edit View Go Favorites Use Process Inquire Report Help
Invoice Information
Schedule Payment
Record Payment
Approvals and Matching
Accounting Information
Currency
Unit: GSUFS Voucher: NEXT Lines: 1 Balance: 0.00
Name: BAKERDISTR-001 Loc: 000001 BAKER DISTRIBUTING COMPANY
Vendor: 0000000823 Addr: 1 2351 Button Gwinnett Drive
Doraville, GA 30340-1549
Terms: NOV Gross: 0.00 USD Use: 0.00
Date: Sales: 0.00 Schedule:
Invoice: Freight: 0.00 Type:
Received Date:
Distribute by SpeedChart Id Reference:
Amt 1
Amount Item Description Quantity UOM Unit Price
0.00
Amount Account Fund DeptID Program Class Bdgt Pd
1 0.00
Proj/Grt GL Unit Exch Rate Quantity Suspense
Asset Stat GSUFS
Invoice Information
Add

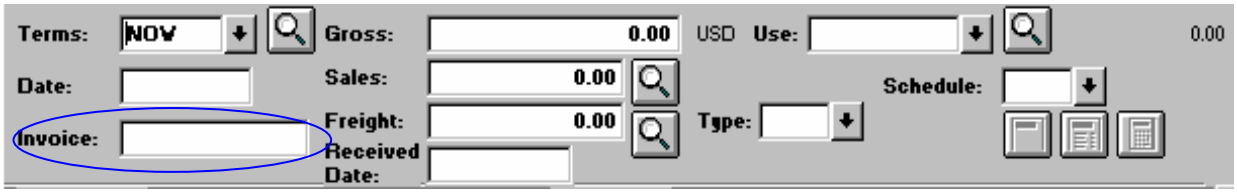
2.4.3.Invoice Date

Enter Invoice date. This date will be obtained from received invoices.



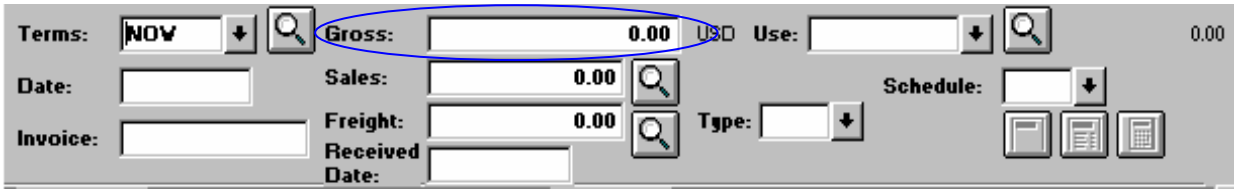
2.4.4. Invoice Number

Enter invoice number in the field shown below.



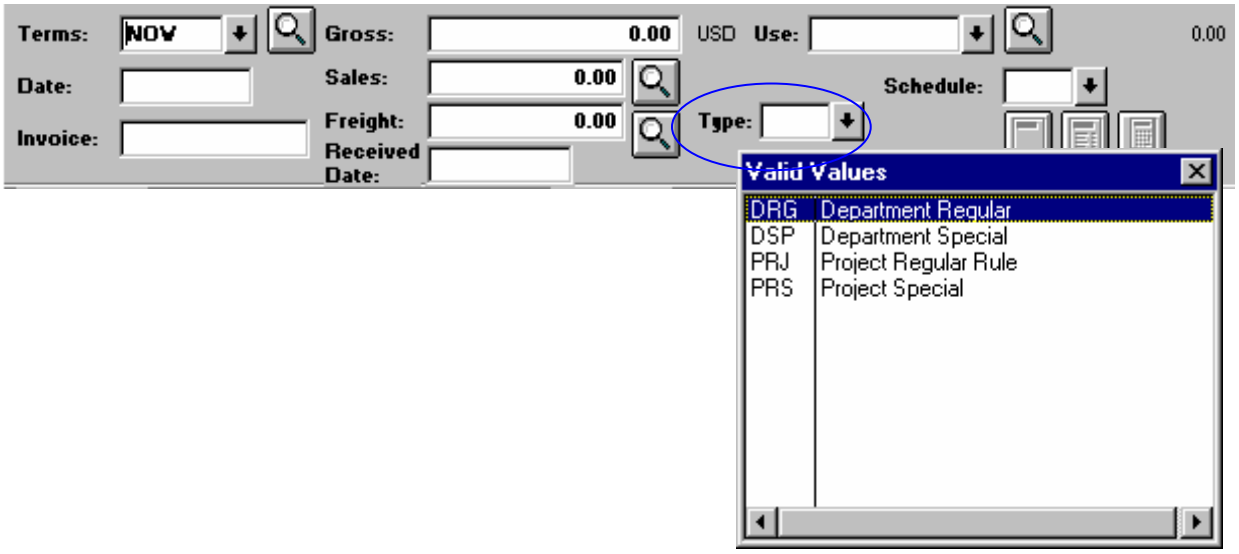
2.4.5. Gross Amount

Enter invoice total amount of invoice in field shown below. This must include all related charges (freight, taxes and other charges) that will be paid with this invoice.



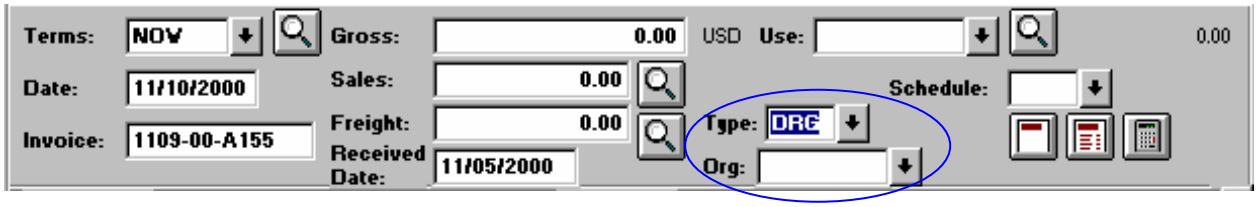
2.4.6. Voucher Type

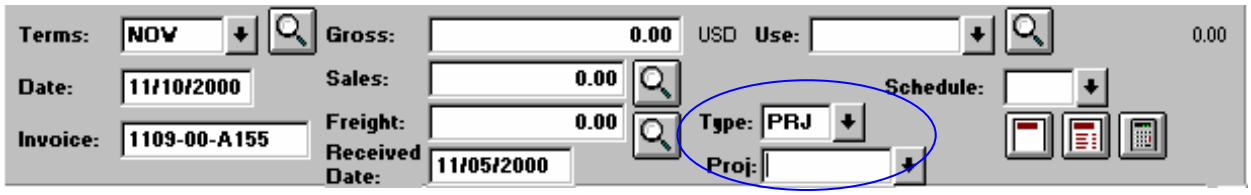
Enter voucher type, this a requirement for the transaction Workflow. To view all vouchers types available hit the drop down button and then select by double clicking or highlighting and pressing enter.



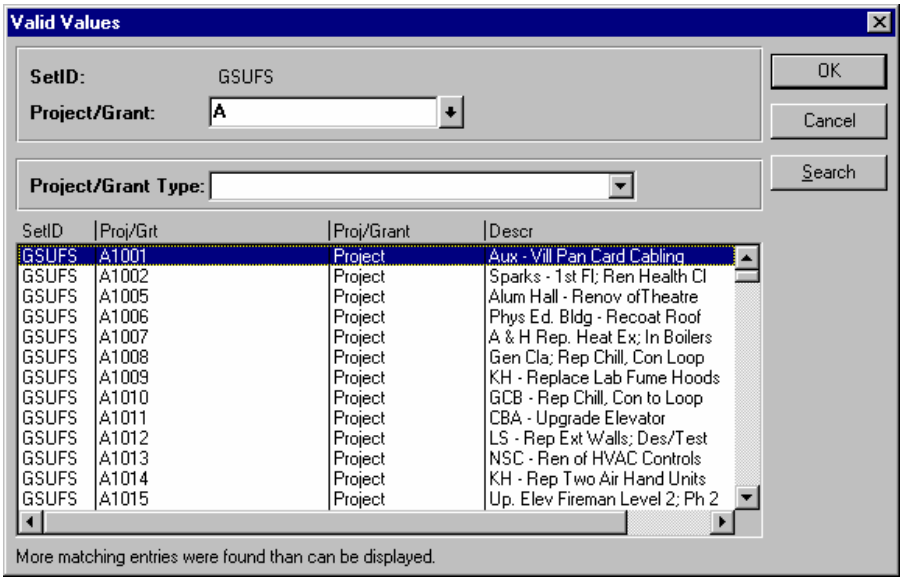
2.4.7. Project and Department ID

Depending on the type of voucher you have selected you will be required to enter a Project or Department ID. If the user selects ***DRG*** (Department Regular) or DSP (Department Special) type the system will require that an Organization be assigned. If the user selects PRJ or PRS the system will required that a project be assigned. These are important fields, as it will help determine Workflow requirements.



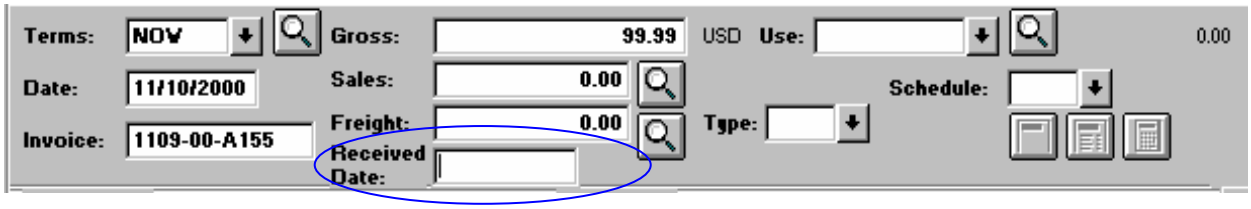


To select an Organization or a Project ID use the Drop Down Box or enter criteria and then double click in the selection. If you decide to use the Drop Down Box the system will only allow you to see the first 300 items in the table. Search Box looks like the one below for both the Organizations and Projects.


Valid Values
SetID: GSUFS
Project/Grant: A
OK
Cancel
Search
Project/Grant Type:
SetID Proj/Grt Proj/Grant Descr
GSUFS A1001 Project Aux - Vill Pan Card Cabling
GSUFS A1002 Project Sparks - 1st Fl; Ren Health Cl
GSUFS A1005 Project Alum Hall - Renov ofTheatre
GSUFS A1006 Project Phys Ed. Bldg - Recoat Roof
GSUFS A1007 Project A & H Rep. Heat Ex; In Boilers
GSUFS A1008 Project Gen Cla; Rep Chill, Con Loop
GSUFS A1009 Project KH - Replace Lab Fume Hoods
GSUFS A1010 Project GCB - Rep Chill, Con to Loop
GSUFS A1011 Project CBA - Upgrade Elevator
GSUFS A1012 Project LS - Rep Ext Walls; Des/Test
GSUFS A1013 Project NSC - Ren of HVAC Controls
GSUFS A1014 Project KH - Rep Two Air Hand Units
GSUFS A1015 Project Up. Elev Fireman Level 2; Ph 2
More matching entries were found than can be displayed.

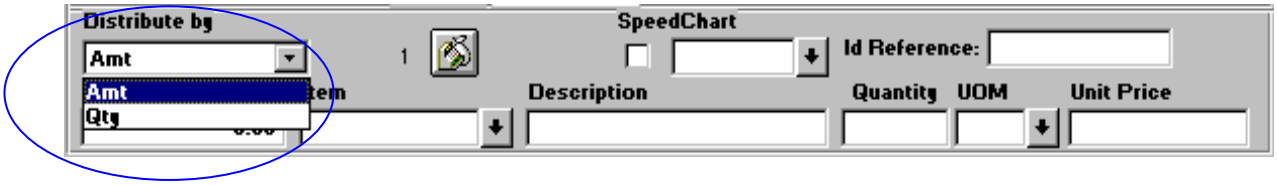
2.4.8. Received Date

This field is used for entering the date on which goods where received or date invoice was received, whichever is later. This is a required field.



2.4.9. Distributed By

This field will be defaulted to Amount Tab into the Distributed by field to select between Amount and Quantity.

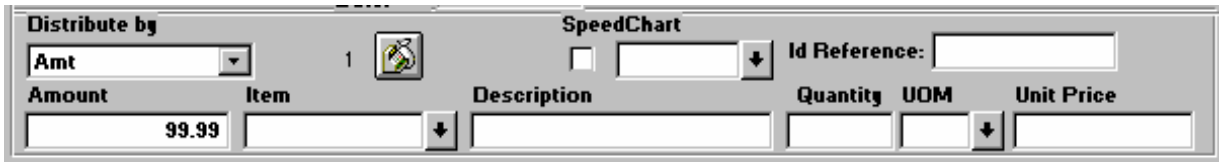


2.4.10. Line Description

Tab into the description field and enter payment description. This could be an item, goods, services or a general description.

Tab into the quantity field and enter the amount.

Tab into the unit of measurements field and select by using the drop down button to see all valid values. You can select by double clicking your selected value or highlighting and pressing the enter key.



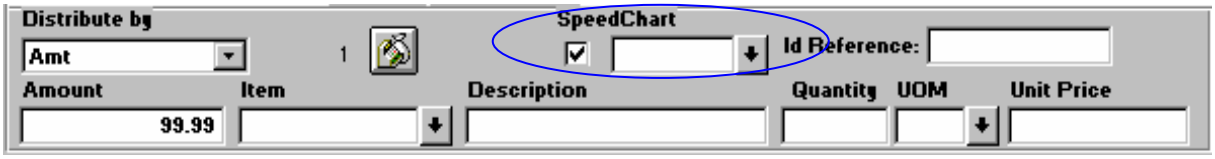
To ***delete*** a line you do not wish to use, place your cursor in one of the fields in the line description and press the ***F8*** function key or the ***Delete Row*** icon. To ***insert*** a row, place your cursor in one of the fields in the line item and press the ***F7*** function key or press the ***Insert Row*** icon.

INSERT ROW Icon (same as ***F7*** function key)

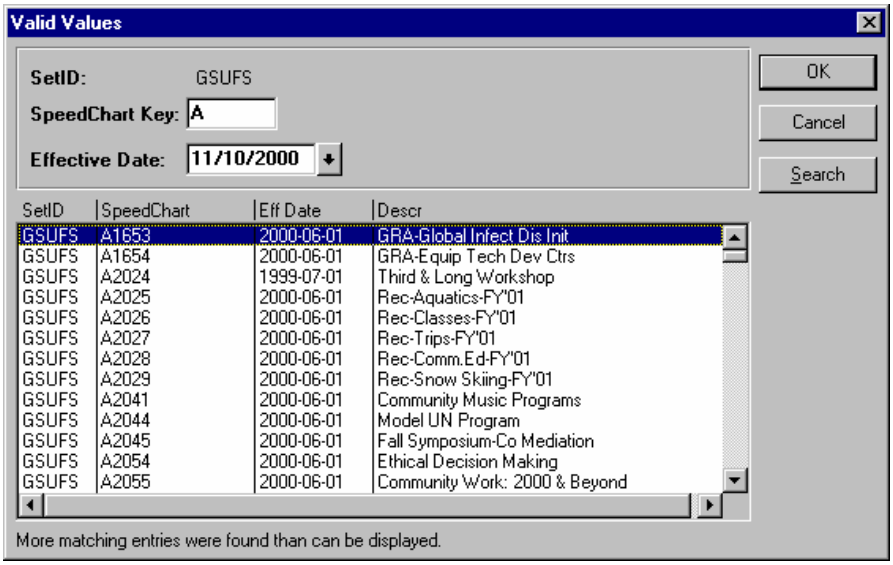
DELETE ROW Icon (same as ***F8*** function key)

2.4.11. Speedchart Selection

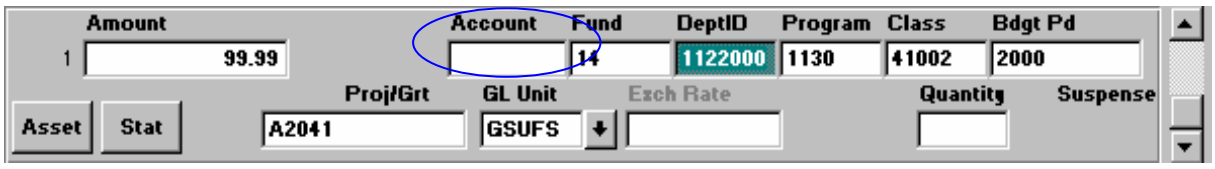
In order for the system to allow you to select or enter a Speedchart you must click on the checkbox.



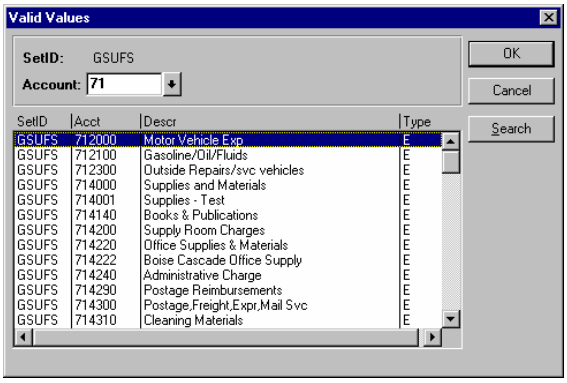
To select a Speedchart use the drop down box or enter a partial description and double click to get all available options. A dialog box will appear (see below)


Valid Values
SetID: GSUFS
SpeedChart Key: A
Effective Date: 11/10/2000
OK
Cancel
Search
SetID | SpeedChart | Eff Date | Descr
GSUFS A1653 2000-06-01 GRA-Global Infect Dis Init
GSUFS A1654 2000-06-01 GRA-Equip Tech Dev Ctrs
GSUFS A2024 1999-07-01 Third & Long Workshop
GSUFS A2025 2000-06-01 Rec-Aquatics-FY'01
GSUFS A2026 2000-06-01 Rec-Classes-FY'01
GSUFS A2027 2000-06-01 Rec-Trips-FY'01
GSUFS A2028 2000-06-01 Rec-Comm.Ed-FY'01
GSUFS A2029 2000-06-01 Rec-Snow Skiing-FY'01
GSUFS A2041 2000-06-01 Community Music Programs
GSUFS A2044 2000-06-01 Model UN Program
GSUFS A2045 2000-06-01 Fall Symposium-Co Mediation
GSUFS A2054 2000-06-01 Ethical Decision Making
GSUFS A2055 2000-06-01 Community Work: 2000 & Beyond
More matching entries were found than can be displayed.

After selecting your Speedchart all Chartfields combination fields except account will be populated (see below). The account field is required and needs to be completed by the voucher creator.

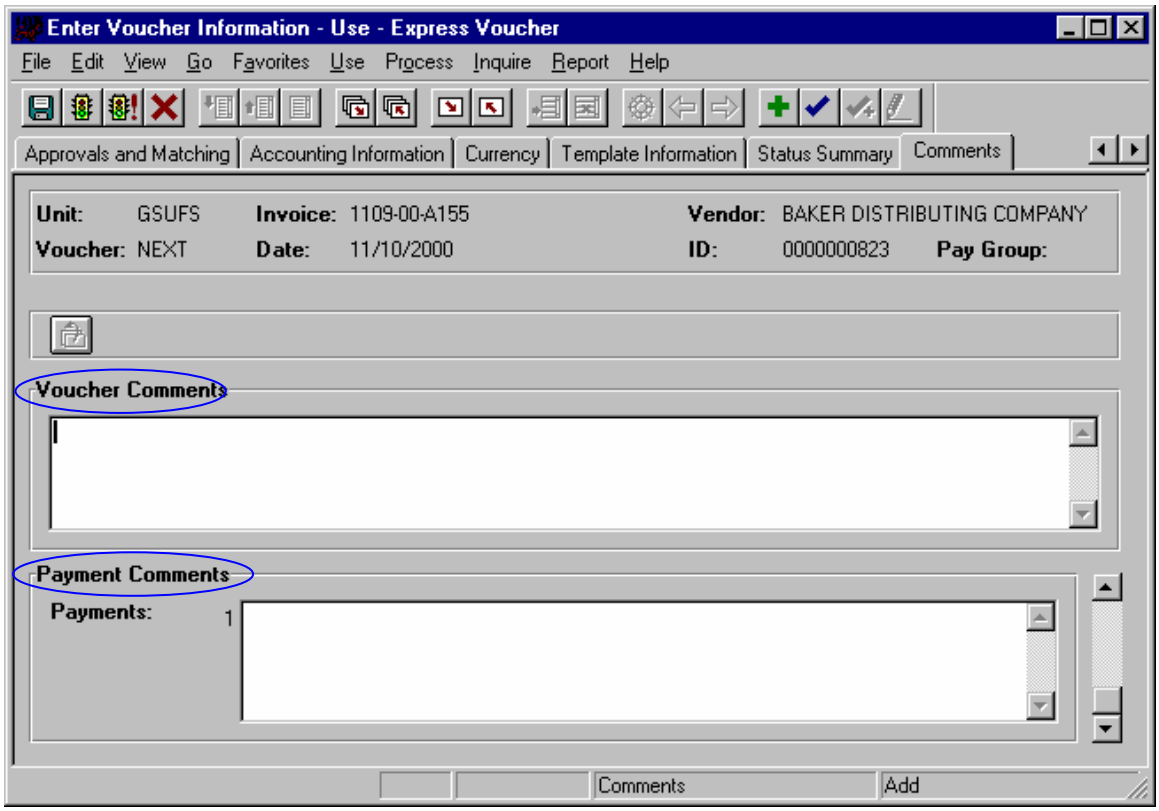


To select an account press *F4* or enter a partial description and double click to get all available options. A dialog box will appear (see below). If you press F4 you will only be able to see the first 300 valid values.


Valid Values
SetID: GSUFS
Account: 71
OK
Cancel
Search
SetID | Acct | Descr | Type
GSUFS 712000 Motor Vehicle Exp E
GSUFS 712100 Gasoline/Oil/Fluids E
GSUFS 712300 Outside Repairs/svc vehicles E
GSUFS 714000 Supplies and Materials E
GSUFS 714001 Supplies - Test E
GSUFS 714140 Books & Publications E
GSUFS 714200 Supply Room Charges E
GSUFS 714220 Office Supplies & Materials E
GSUFS 714222 Boise Cascade Office Supply E
GSUFS 714240 Administrative Charge E
GSUFS 714290 Postage Reimbursements E
GSUFS 714300 Postage,Freight,Expr,Mail Svc E
GSUFS 714310 Cleaning Materials E

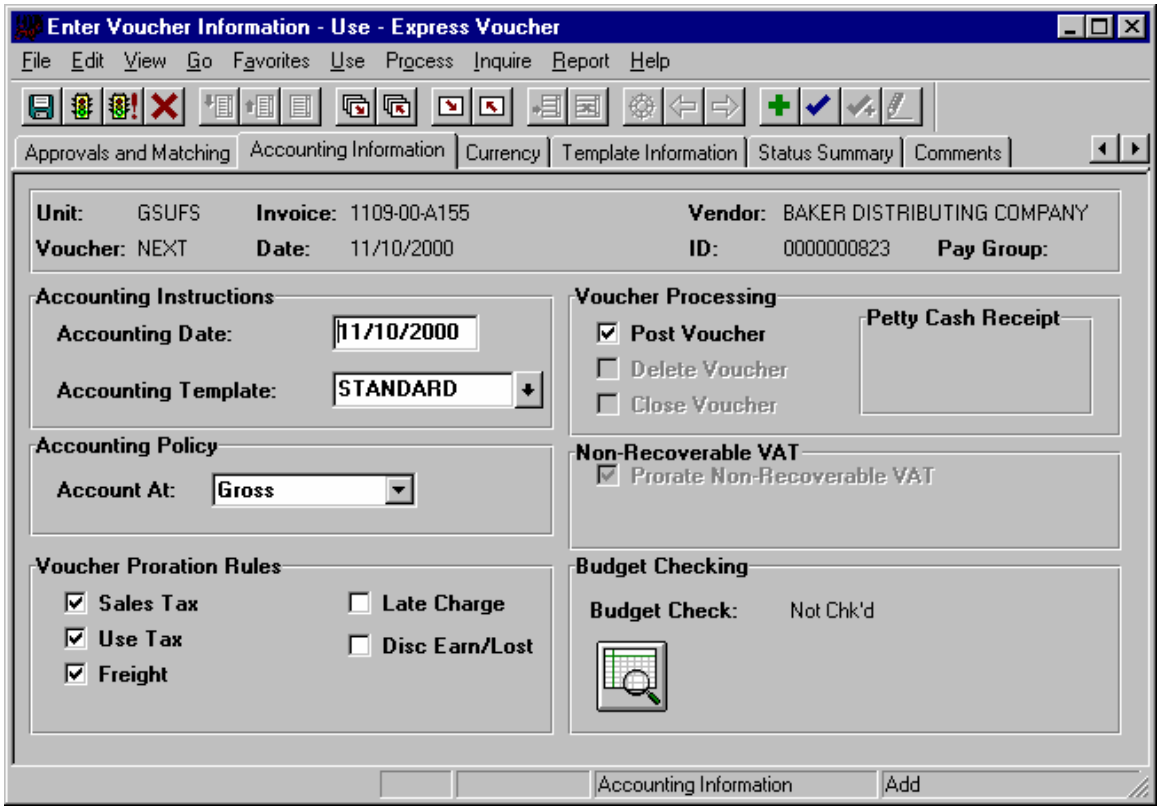
3. Comments Panel Tab

You may enter comments in your voucher. You can do that by selecting the Comments Panel Tab. This field is unlimited in both comment fields (*Voucher and Payment*). These comments will not be printed in any document or check that may be sent to the vendor.



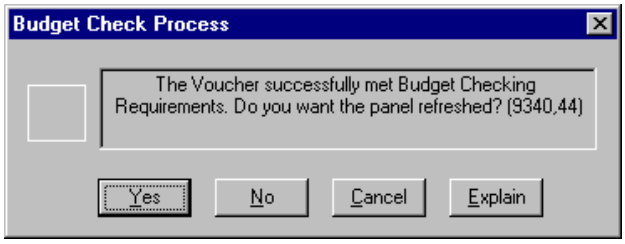
4. Budget Check Process

Once all required information has been completed you need to proceed with the Budget Checking Process. To start this process you need to move to the Accounting Information panel tab.



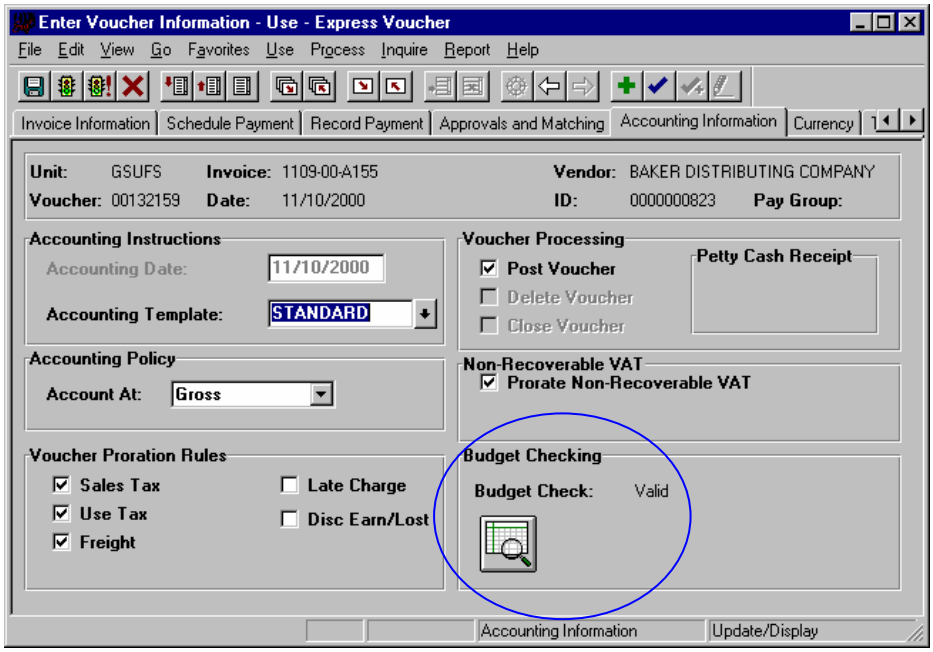
4.1. Running the Budget Check Process

To run Budget Check the Voucher click on the Budget Check Button.



If the transaction meets Budget Check requirements a Dialog Box like this will appear. Click on *Yes* to refresh the panel and validate the transaction. Clicking on *Yes* will automatically save the transaction.

If Voucher Budget Check process was successful the Accounting Information panel should show a valid status (*see below).*



Note:

If the process fails it will show *Error* instead of *Valid.* You will need to review your Invoice Header Panel for possible errors in selected chartfields.